

## FINGERPRINTING

**This form is to be attached to the employee's application.  
Employee is to take page 2 with them.**

- I have been previously fingerprinted on New York State Education Department fingerprint cards or the New York City Department of Education (NYCDOE) fingerprint cards.*
  
- I have NOT been previously fingerprinted on NYSED fingerprint cards or the NYCDOE fingerprint cards. **If you check marked this item, please refer to the attached instructions to file an online fingerprint application.***

Social Security # \_\_\_\_\_

I, \_\_\_\_\_, to the best of my knowledge,  
Applicant's Name

- have (if checked, please list and explain below)
- do not have

pending criminal charges against me or criminal convictions in New York State or any jurisdiction outside of New York State.\*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

List all pending criminal charges and convictions. Please include the nature of the criminal offense you were charged with/convicted of, the date of the charge/conviction and the location. Attach additional pages if necessary.

\_\_\_\_\_

\_\_\_\_\_  
\*Please note that a conviction record will not necessarily be a bar to employment. Factors such as age at the time of the offense, date, seriousness and nature of the offense, and rehabilitation will be taken into account.

Please visit the following website for detailed information on how to file an online fingerprint application via the internet using the Morphotrust system.

**[www.identogo.com](http://www.identogo.com)**  
**or by telephone – 877-472-6915**

Once you have entered this website, click on the NYS map and choose a designated location to be fingerprinted. You will be asked to enter a Service Code. Click the prompt for “Don’t know service code”. The ORI to enter is TEACH. Your reason for being fingerprinted is as an employee applicant.

When you arrive for your fingerprinting session, please bring two forms of identification, one should be a photo i.d. (your driver’s license or passport), the other should be something like a social security card, etc.

Fees can be paid at the time of scheduling through a credit card OR at the on-site fingerprinting session with a cashier’s check or money order ONLY. If you need to pay by credit card, the fee must be paid online or over the telephone in advance of your screening appointment. The current fee is \$102.00.

Once the fingerprinting session is over, it is your responsibility to notify Jodie Rusaw at the Moravia Central School District Office, 497-2670, x2003, so that she can receive clearance from New York State and you can begin employment with the Moravia Central School District. You will not be appointed until your fingerprints are cleared.

Once the district has received clearance and you have worked five days for the district, you will be reimbursed the fingerprinting fee. You MUST provide a payment confirmation in order to be reimbursed.

If you have any questions, please notify Jodie at the number above.